

Pre Authorization
Business Travel Request



Destination: Egypt Business Trip

Description: To Target Egyptian Groups and Individuals

Period: 19-23 July 2024

- ☐ Exhibition
- ☐ Trade Show
- ☐ Sales Call
- ☐ Others

- ☐ International Trip
- ☐ Local Trip
- ☐ Budgeted
- ☐ Non-Budgeted

Business Rationale / ROI:

Will participate in Egyptian Umrah & Hajj Exhibition , will try to grab business approx. 250K

Travelers Details:

Name	**Ayman Sarhan**
Title	**ADBD**
Joining Date	**07-11-2024**
Business Leaves Start	**19-07-2024**
Business Leaves End	**23-07-2024**
Back to Work	**24-07-2024**

Estimated Cost:

Description	Estimated value
Registration / Fees	-
Visa	-
Ticket	-
Transport	SR 1076
Accommodation	SR 2624
Meals	SR 900
Giveaways/Others	SR 400
Total Trip Cost	SR 5000

Requested By:
Ayman Sarhan
ADBD

Approved by
Sadiq Iqbal
Director of Commercial

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM



Pre Authorization
Business Travel Request



Destination: Malaysia Business Trip

Description: To Target Malaysian Groups specially which visited our hotel before

Period: 14-17 July 2024

☐ Exhibition
☐ Trade Show
☐ Sales Call
☐ Others

☐ International Trip
☐ Local Trip
☐ Budgeted
☐ Non-Budgeted

Business Rationale / ROI:

Will participate in Malaysian Umrah & Hajj Exhibition , will try to grab business approx. 250K

Travelers Details:

Name	**Ayman Sarhan**
Title	**ADBD**
Joining Date	**07-11-2024**
Business Leaves Start	**14-07-2024**
Business Leaves End	**17-07-2024**
Back to Work	**24-07-2024 due to other Business Trips**

Estimated Cost:

Description	Estimated value
Registration / Fees	-
Visa	SR 500
Ticket	-
Transport	SR 1000
Accommodation	SR 1313
Meals	SR 675
Giveaways/Others	SR 512
Total Trip Cost	SR 4000

Requested By:
Ayman Sarhan
ADBD

Approved by
Sadiq Iqbal
Director of Commercial

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM



Pre Authorization
Business Travel Request



Destination: Indonesia Business Trip

Description: To Target Indonesian Groups specially which visited our hotel before

Period: 17-19 July 2024

- ☐ Exhibition
- ☐ Trade Show
- ☐ Sales Call
- ☐ Others

- ☐ International Trip
- ☐ Local Trip
- ☐ Budgeted
- ☐ Non-Budgeted

Business Rationale / ROI:

Will participate in Indonesian Umrah & Hajj Exhibition , will try to grab business approx. 250K

Travelers Details:

Name	**Ayman Sarhan**
Title	**ADBD**
Joining Date	**07-11-2024**
Business Leaves Start	**17-07-2024**
Business Leaves End	**19-07-2024**
Back to Work	**24-07-2024 due to other Business Trips**

Estimated Cost:

Description	Estimated value
Registration / Fees	-
Visa	SR 500
Ticket	-
Transport	SR 1000
Accommodation	SR 1313
Meals	SR 675
Giveaways/Others	SR 512
Total Trip Cost	SR 4000

Requested By:
Ayman Sarhan
ADBD

Approved by
Sadiq Iqbal
Director of Commercial

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM